

**TRINITY COUNTY WATERWORKS DISTRICT #1
BOARD OF DIRECTORS
REGULAR BOARD MEETING
320 Reservoir Road
Hayfork, CA**

MEETING MINUTES

February 20, 2024

**Chairman Diane Yates
Director Melody McLearn
Director Kenneth Wiley
Director Angenett Taft
Director Arnold Bridges**

**Shane McDonald – Operations Manager
Brandy Perrone – Office Manager/Clerk of the Board
Jim Underwood – General Counsel**

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- 1. CALL MEETING TO ORDER at 2:00 p.m. by Chairman Yates**

 - 2. BOARD OF DIRECTORS ROLL CALL-DETERMINATION OF BOARD QUORUM**

Diane Yates- Chairman- present
Melody McLearn- Director- absent
Kenneth Wiley- Director- absent
Angenett Taft- Director- present
Arnold Bridges- Director- present

 - 3. PUBLIC COMMENT:** No public comments were received.

 - 4. AGENDA ADOPTION**
 - a. Agenda Additions/Changes- No agenda changes.
 - b. Business/Campaign Conflict Disclosures (Potential Board Member disclosures) – No disclosures presented.

**Note: Only the following additions/changes are permitted: (1) To change the order of noticed agenda items, (2) determine to continue or not consider a noticed agenda item, or (3) Discussion/Action on an item not appearing on the posted agenda if a defined statutory emergency situation is determined to exist by majority vote (GC 56954.2(b) (1) and GC 54956.5)*

 - 5. CONSENT CALENDAR – (Potential Action Item(s))** (Note: The following items are generally limited to routine and non-controversial business matters and can be approved by a single motion. Individual Board members may ask that any such items be pulled for separate discussion and potential action.)
 - a) Approval of the minutes for the Board meeting of November 21, 20203
 - b) Approval of the minutes for the Board meeting of January 16, 2024
 - c) Approval and ratification of the February 2024 warrants

d) Approval of the January budget 2024

- (a) The Board approved the consent agenda by motion of Board member Angenett Taft, as seconded by Board member Arnold Bridges, and approved unanimously without changes by the following vote:

Ayes: Angenett Taft, Diane Yates, Arnold Bridges
Noes: None
Absent: Melody McLearn, Kenneth Wiley
Abstain: None

6. REGULAR CALENDAR

- a. The Board separately considered the following item pulled from the Consent Calendar: None
- b. The Board reviewed the request from Tony Russell for the removal of finance charges on account #11160, located at 294 Riverview Road. Board member Angenett Taft motioned to approve the request and remove \$655.58 in finance charges from account #11160 at 294 Riverview Road. Motion seconded by Board member Arnold Bridges and passed unanimously by the following vote:

Ayes: Angenett Taft, Daine Yates, Arnold Bridges
Noes: None
Absent: Melody McLearn, Kenneth Wiley
Abstain: None

- c. Scott Murrison addressed the Board regarding water quality, a broken hydrant and requested a written response on why the former Craig Hair Construction was not renewed. Discussion only.
- d. Operations Manager Shane McDonald informed the Board that there have been many inquiries about why Craig Hair Jr. drives around water department trucks. Staff have been informing the public that Craig Hair Jr. owns the trucks and that the decals say Water Operations, not Trinity County Waterworks. Craig Hair Jr. spoke in public comment that TCWW is in fact driving around with his decals on our doors and that his truck says Water Operations. Shane McDonald stated that the TCWW phone number is on the decal. Craig Hair Jr. explained that the TCWW 's phone number is 628-5449, and his cell phone number is 227-5449 and that the people inquiring about it "don't understand that I was a private company working for you guys for the last 10 years. They're never going to understand." Operations Manager Shane McDonald informed the Board that new decals are being made and will be on the trucks very soon. Discussion only.

- e. The Board reviewed the rates and fees for out-of-district water use. Board member Arnold Bridges motioned to keep the rates and fee schedule at the same price for 2024. Motion seconded by Board member Angenett Taft and passed unanimously by the following vote:

Ayes: Angenett Taft, Diane Yates, Arnold Bridges
Noes: None
Absent: Melody McLearn, Kenneth Wiley
Abstain: None

- f. Office Manager Brandy Perrone informed the Board that the previous CPA Don Reynolds had done the sewer assessment billing, but the new auditor will not. Board member Arnold Bridges

made a motion to direct staff to investigate our options. Motion seconded by Board member Angenett Taft and approved unanimously by the following vote:

Ayes: Angenett Taft, Diane Yates, Arnold Bridges
Noes: None
Absent: Melody McLearn, Kenneth Wiley
Abstain: None

- g. Operations Manager Shane McDonald informed the Board that the North Coast Regional Water Quality Control Board had sent a letter informing TCWW that we are delinquent on the self-monitoring wastewater reporting. Reports are missing from 2018 to current and must be submitted in the next 60 days or face fines and penalties. Shane McDonald informed the Board that he has already filed the report for this year and is contacting the NCRWQCB about the missing reports that were not done under the former District Manager. Discussion only.

7. OPERATIONS MANAGER REPORT

- a. The Operations Manager gave a report to the Board regarding the Water Treatment Plant Planning grant. Progress payments have been submitted, and we are waiting for the State to issue the check. PACE Engineering is behind on the environmental reports due at the end of March.
- b. The Operations Manager gave a report to the Board regarding the Ewing Reservoir Recreation grant. Everything is finalized, and we are waiting for the State to cut a check.
- c. The Operations Manager gave a report to the Board regarding the Wastewater Planning grant. There are no updates currently.

8. OFFICE MANAGER REPORT

- a. The Office Manager gave a report to the Board regarding the new signature cards at Tri Counties Bank. There is one Board member that still needs to sign the paperwork.
- b. The Office Manager gave a report to the Board regarding the 2022/23 Audit. No update from the Auditor to date. The County is requesting the finalized audit in the first week of March.

9. CORRESPONDENCE: The following correspondence was received.

- a. Letter from Tony Russell requesting finance charge forgiveness.

10. PUBLIC COMMENT CONCERNING CLOSED SESSION ITEMS – The following individual made comments to the Board concerning closed session:

- a. Craig Hair Jr. addressed the Board concerning duplicate 1099 received by himself, Dennis Rourke and Oralynn Mulvey.

11. CLOSED SESSION: Brown Act 54957- The Board Chairman announced that the Board would meet in closed session to discuss the following matters and commenced close session:

- I. To CONFER WITH LEGAL COUNSEL regarding ANTICIPATED LITIGATION concerning two (2) cases.

- II. PUBLIC EMPLOYMENT: Title: Operations Manager

12. PUBLIC ANNOUNCEMENTS FOLLOWING CLOSED SESSION (If any reportable actions were taken):

- I. Regarding ANTICIPATED LITIGATION: No reportable action taken.
- II. Regarding PUBLIC EMPLOYMENT: The Board has appointed Shane McDonald to the title of General Manager.

13. ADJOURNMENT – The Chairman adjourned the meeting at 3:00 p.m.